

---

---

## Inspection & Enforcement

---

---

Appropriation: \$ 1,189,847

The Inspection and Enforcement Division safeguards the health, safety and welfare of the citizens of Santa Fe by inspecting structures under construction to guarantee that they are built according to established minimum zoning, structural, mechanical, plumbing, and electrical standards. Existing commercial buildings are also inspected before Certificates of Occupancy are issued to ensure they meet minimum standards.

Inspection and Enforcement includes the following functions:

<u>Administration</u> - To oversee operations for General Construction, Electrical Inspection, Mechanical Inspection, Complaints and Site Inspection sections	\$ 175,229
<u>General Construction</u> - To inspect ongoing construction for compliance with approved plans, construction practices, approved materials and workmanship	264,222
<u>Electrical Inspection</u> - To inspect methods and materials of electrical installations, connections, alterations or repairs to guard against substandard construction	137,333
<u>Plumbing/Mechanical Inspection</u> - Assures the public and contractors that all work being done meets the uniform plumbing code and the uniform mechanical code	233,633
<u>Complaints</u> - To ensure compliance with Santa Fe City codes relating to building, weed, litter, wastewater, general environmental standards, snow/ice removal, and noise violations	171,524
<u>Zoning Inspections</u> - Responds to and daily inspects zoning, certificates of occupancy and home occupancy, and serves as direct contact for public inquiries regarding zoning enforcement	<u>207,906</u>
	\$ 1,189,847

2003/04 Operational Highlights:

- Implemented a staff training and certification program for the International Building Codes.
- Adopted and implemented the new International Building Codes.
- Assisted the Water Budget Administration Office in enforcement of the Annual Water Budget regulations.
- Completed 40,000 inspections and investigated 10,000 complaints.

2004/05 Goals and Objectives:

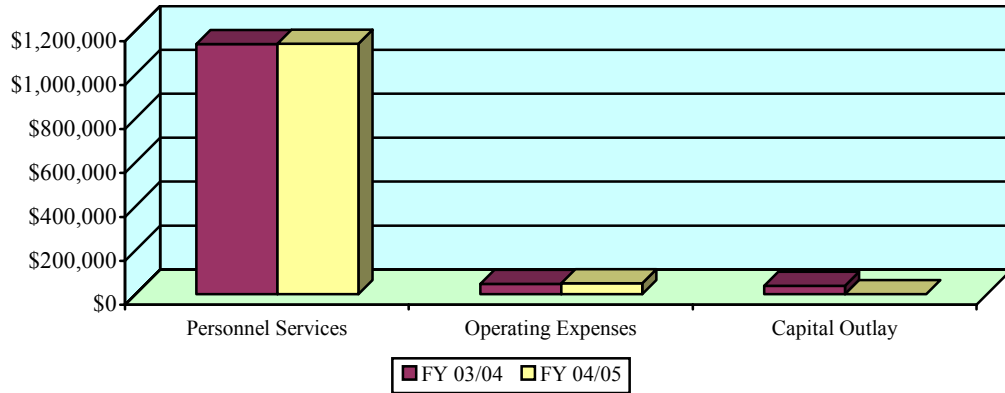
- Improve scheduling by updating current software to maximize accuracy and consistency.
- Continue to improve the handling and response to zoning complaints by computerized tracking and documented follow-through of inspections.
- Replace worn-out vehicles, computers and other equipment to maximize uptime and staff efficiency.

Budget Commentary:

The General Fund provides funding support for the salaries and benefits of 18 employees and operating expenses related to building, electrical and mechanical inspections. Salaries and benefits for division staff comprise the majority (95.77%) of budgeted expenditures for FY 2004/05.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Inspection & Enforcement Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Construction & Inspection Supervisor	3 – CLFT	3 – CLFT
Construction Inspector	6 – CLFT	6 – CLFT
Ordinance Enforcement Specialist	2 – CLFT	2 – CLFT
Ordinance Enforcement Specialist Supervisor	1 – CLFT	1 – CLFT
Site Inspector	2 – CLFT	2 – CLFT
Zoning Inspections Manager	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	18	18

## EXPENDITURE CLASSIFICATION



	FY 03/04 <u>REVISED</u>	FY 04/05 <u>APPROPRIATION</u>
Personnel Services	\$ 1,137,953	\$ 1,139,505
Operating Expenses	46,650	50,342
Capital Outlay	<u>38,500</u>	<u>0</u>
 TOTAL:	 \$ 1,223,103	 \$ 1,189,847